

MINUTES REVISED 11/19/14

MEETING OF: LIBRARY BOARD OF TRUSTEES
DATE OF MEETING: Wednesday, Oct. 29, 2014
PLACE OF MEETING: Georgina Cole Library Community Room
1250 Carlsbad Village Drive, Carlsbad CA

CALL TO ORDER:

Chair Hulsart called the meeting to order at 4:00 p.m.

ROLL CALL:

Present: Library Board Trustees Benson, Bradley, Hulsart and Parsons

Absent: Trustee Hinman

Staff Present: Heather Pizzuto, Library & Cultural Arts Director
Suzanne Smithson, Deputy Library Director
Glynn Birdwell, Principal Librarian
Steve Didier, Library & Cultural Arts Senior Management Analyst
Keith Gemmell, Library Programs & Venues Coordinator
Marg Kealy, Board Liaison for NSDC Genealogical Society

Presenters: Jonathan Hartman, Group 4 Architecture
Andrea Gifford, Group 4 Architecture
Eric Barch, Group 4 Architecture

APPROVAL OF MINUTES:

By proper motion (Bradley/Hulsart) and vote the minutes of the Sept. 17, 2014 regular meeting of the Library Board of Trustees were approved as submitted.

LIBRARY REPORTS:

The board discussed the report and commented on the literacy program, library volunteers and staff training relating to preparation for the library remodel project.

CIP PROJECTS UPDATE:

Jonathan Hartman and Andrea Gifford from Group 4 Architecture (G4) presented an update on the library redesigns including draft schematic drawings illustrating general furniture and shelving placement for both the Cole and Dove Libraries. They reviewed the key design elements including the agreed placement of the Friends of the Library bookstore.

Sr. Management Analyst Steve Didier reviewed the timeline for final design and announced that Library Board participation as well as community input will be sought through teen charrettes, kiosks, sample furniture sit-ins, etc. in the upcoming months. He also requested that one member of the board be designated for the interiors sub-committee to advise on finishes and furniture. Trustee Parsons expressed interest in being on the sub-committee.

The architects and staff then answered a number of questions from the board about specifics regarding the expected timeline, impact on the Cannon Art Gallery, signage and way-finding, assistive technology for patrons with disabilities and ADA compliance.

DIRECTOR'S REPORT:

Library & Cultural Arts Director Pizzuto brought the board up to date on the following:

Staffing/Recruiting updates-

The top candidate for the deputy library director position has been identified and human resources is in the final stage of background check; a formal announcement is anticipated soon. Debbie Jo McCool has accepted the position of associate analyst. Debbie Jo has been working as the administrative secretary in Parks & Recreation. Cataloging and Technical Services Librarian Kim Tubbs-Nelson started this week and library assistant interviews are being conducted this week.

Training/Development-

Staff development day occurred on Tuesday, Oct. 21 with 170 employees in attendance. Catherine Hakala-Ausperk was the keynote speaker and City Manager Steve Sarkozy also addressed the staff. The focus was on adapting and flourishing during change.

Technology-

The city website was successfully launched. Lori Bowen Ayre was on-site in October to assess the library's current RFID technology and is finalizing her recommendations for next generation RFID application. The Columbus Day upgrade of the Integrated Library System SirsiDynix went well. A "Letter of Agency" has been submitted, allowing the library to take advantage of discounted telecommunications services through the statewide broadband consortium called CENIC.

Outreach and Events-

As part of a pilot program, Dove Library is serving as both a mail-in ballot drop-off and polling place. For seven days prior to Election Day, anyone may drop off ballots.

The Boards & Commissions Dinner is Nov. 13, 2014.

FOUNDATION REPORT:

Trustee Hulsart reported that the most recent meeting was primarily concerned with financial management of funds controlled by the foundation.

Trustee Hulsart reported that the Cultural Arts Manager, Vincent Kitch gave an update to the foundation about the events and public art in the city in the previous year. Trustee Hulsart shared a *Foreign Film Friday* rack card with the other trustees.

FRIENDS OF THE LIBRARY REPORT:

An event is scheduled on Monday, Nov. 3, 2014 celebrating the 15th anniversary of the Friends' bookstore opening of the Dove Library.

The Better Book Sale will be on Dec. 8, 2014.

NSDC GENEALOGICAL SOCIETY:

Board Liaison Marg Kealy provided highlights of the programs and meeting in Oct. and information on upcoming events. The holiday event this year will be Dec. 9, 2014. It is "Christmas Traditions of our Ancestors." Gene Hibbon will be the speaker and will share traditions and music from different cultures. It will be held at the Green Dragon Tavern & Museum and the cost is \$25. Ms. Kealy has accepted the presidency of the Genealogical Society and will be resigning the responsibilities of Library Board liaison.

LIBRARY BOARD COMMENTS/ANNOUNCEMENTS:

By proper motion (Hulsart/Benson) and vote Trustee Parsons was designated as the board representative on the interiors sub-committee for the Library redesign projects.

Sr. Management Analyst Steve Didier invited teens in attendance to participate in the upcoming design workshops.

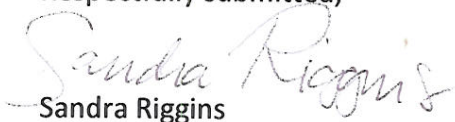
PUBLIC COMMENTS:

None

ADJOURNEMENT:

By proper motion (Parsons, Bradley) and vote the meeting was adjourned at 5:15 p.m.

Respectfully submitted,



Sandra Riggins
Senior Office Specialist